GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
OFFICE OF TAX AND REVENUE

APPLICATION FOR EXEMPTION FROM D.C. SALES TAX ON PARKING

NAME (APPLICANT)	DATE OF APPLICATION
ADDRESS	SOCIAL SECURITY #

CITY, STATE, ZIP CODE	PHONE # (HOME)	PHONE # (WORK)

PLEASE ANSWER ALL QUESTIONS

NAME (PARKING LOT)	LOT NUMBER
ADDRESS	

APPLICANT'S OPERATOR'S PERMIT OR LICENSE NUMBER		STATE	APPLICANT'S LICENSE TAG		STATE
MAKE OF MOTOR VEHICLE (TRAILER)	MODEL		YEAR	PURPOSE OF VEHICLE USE ☐ PERSONAL ☐ COMMERCIAL	
DISTANCE IN TENTHS OF A MILE BETWEEN RESIDENCE AND PARKING AREA					

I DECLARE UNDER THE PENALTIES PROVIDED BY LAW THAT THIS APPLICATION (INCLUDING ANY ACCOMPANYING STATEMENTS) HAS BEEN EXAMINED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IS A TRUE, CORRECT AND COMPLETE APPLICATION.	SIGNATURE (APPLICANT) & DATE

INSTRUCTIONS

Effective April 1, 1977, District of Columbia residents who park their motor vehicles or trailers within one-half mile of their residences are eligible for exemption from the D.C. sales tax on parking provided their motor vehicles or trailers are not used from commercial purposes. One application form should be completed for each motor vehicle or trailer for which an exemption is desired. Applicants who possess neither a District operator's permit or a District motor vehicle or trailer registration should submit with this application proof of D.C. residence i.e. lease/rental agreement. Residents should complete the upper portion of this form and mail to the Office of Tax and Revenue, Audit Division, P. O. Box 556, Washington, D.C.20044 [Telephone # (202) 442-6585 FAX # (202) 442-6882)]. If approved, our office will send the applicant an exemption card for sales tax on parking. If denied the applicant will be notified. **PLEASE ATTACH A COPY OF THE LEASE OR DEED FOR RESIDENCE.**

FOR OFFICE OF TAX AND REVENUE USE ONLY	
APPROVED BY	DATE
DENIED BY	DATE
EXEMPTION CARD NUMBER	DATE ISSUED

OTR-309 (REV 09/04)